



**Department of Corrections**  
**ADMINISTRATIVE BULLETIN**

**Subject:** ESTABLISHMENT OF THE  
FORMS MANAGEMENT FUNCTIONS  
WITHIN CENTRAL OFFICE

**Number:**

**94/1**

**Date Issued:**

**February 4, 1994**

**Cancelled Effective:**

The purpose of this Administrative Bulletin (AB) is to announce the reestablishment of the forms management function within Central Office (CO). It has been determined that the forms management function is an important part of the Department's operations; therefore, the Evaluation and Compliance Division's, Regulation and Policy Management Branch (RPMB), will assume the responsibilities of managing this function for the Department. This AB rescinds the memorandum from James Tilton, Deputy Director, Administrative Services Division, dated December 2, 1993 which originally announced the discontinuance of the CO forms function.

The forms coordinator located in RPMB will be responsible for implementing and managing all functions related to departmental forms control. The forms coordinator will be responsible for the following:

- Overseeing the development and revision of forms to ensure compliance with applicable laws and regulations.
- Assigning form numbers.
- Developing and distributing the annual departmental Forms Catalog.
- Providing assistance and information to departmental staff on revising and obtaining departmental forms.
- Acting as departmental forms liaison with other State departments.
- Gathering the necessary information from departmental staff for the completion of form management reports.

These functions shall become effective immediately.



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Please inform all persons concerned of the contents of this bulletin which shall remain in effect until incorporated into the Department Operations Manual. Any inquiries regarding this matter should be directed to Charles Kitchen, Chief (A), Regulation and Policy Management Branch, at (916) 327-4270 or CALNET 467-4270.

R. H. DENNINGER  
Chief Deputy Director